



GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-23-124	POSITION TITLE: Legislative Assistant
OPENING DATE: June 21, 2023	CLOSING DATE: Open until filled
SALARY RANGE: \$66,561 - \$139,778	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Trayon White
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

POSITION OVERVIEW:

This is one of several positions of Legislative Assistant in the Council of the District of Columbia. The incumbents of this position have a broad understanding in the operations, functions, and programs of the Executive Branch agencies assigned to the various Council Committees. The Committees of the Council provide detailed review of proposed legislation prior to the measure being voted on by the full Council. Committees are responsible for conducting hearings on proposed legislation and oversight matters. Activities of the Committees also include responding to problems that exist or may arise within agencies; directly respond to constituent requests; review proposed contracts and reprogramming requests; exercise oversight over executive agencies and conduct annual performance and budget hearings. The incumbents of this position report to the Committee Director or Deputy Committee or to a Senior Legislative Assistant or to the Committee Counsel.

POSITION ATTRIBUTES:

The major functions of this position are:

- Reviews and analyzes proposed operating and capital improvement budgets and budget requests for assigned departments and agencies. Identifies programs, expenditures, revenue and personnel changes and trends. Identifies and investigates ambiguous or inadequate justifications or program

descriptions. Identifies and analyzes the implications of alternative courses of action. Identifies ways to lower operating costs or increase efficiency.

- Formulates recommendations and writes memoranda documenting findings and recommendations.
- Develops questions to be used as a guide by Council Members in the budget review process.
- Responds to oral or written inquiries from the general public addressed to the assigned Council Committee; investigates the issues and prepares a response.
- Performs a variety of administrative assignments such as preparing and organizing informational materials for Council meetings.
- Prepares and reviews written remarks, talking points, briefing memorandums, reports or fact sheets on legislation, budgets, and contract issues, results of special studies, cost benefit analysis or forecasts.
- Attends community meetings to represent the Committee on issues of interest to the community.
- Formulates or directs the formulation of questions and lines of inquiry, on legislative proposals or for performance oversight hearings.

The incumbents of this position have frequent contacts with Committee Members of the Council, other employees with the District of Columbia Council; members of the Council, members of the Policy Advisory Council and their staff; staff in the District Executive Branch, staff in the federal government both the Executive Legislative Branches, citizens, and staff in the private sector. The purpose of these contacts is to collect information, explain legislation, and explain complicated policies, procedures, and program decisions.

INCUMBENTS ATTRIBUTES:

Successful incumbents of this position will have at least a bachelor's degree in a field of study directly related to public policy development such as public administration, public policy and other related fields of study that exhibit the possession of the skills and competencies for a Legislative Assistant assigned to a Council Committee. The successful incumbent will also have expertise, knowledge, or experience in the program's functions, and activities of the agencies assigned to the Council Committee including at least two (2) years of professional experience with a legislative body or committee. In some cases, work experience that demonstrated a thorough knowledge in policy development, planning, monitoring or program review would be acceptable in addition to the knowledge and experience in the programs, functions and activities of the agencies assigned to the Committee. In either case education or experience must show both breadth and depth and demonstrate the possession of the organizational skills and competencies.

Skills and Competencies required:

- Technical Knowledge in legislative analysis, policy development practices and techniques. Knowledge of the principles and practices of local government administration, and knowledge of the functions, operations, and organization of the District of Columbia government. Keeps up with current trends in areas of expertise and upgrades knowledge/skills to continue to perform effectively, including the ability to use appropriate technology in carrying out job responsibilities.
- Adaptability – Demonstrates the ability to adapt quickly to changing conditions or performance expectations. Maintains productivity while performing assignments. Effectively evaluates and uses new ideas to enhance results. Is able to focus on assignments during periods of change or uncertainty.

- **Accountability** – Accepts accountability for achieving results and takes responsibility for outcomes. Identifies ways to enhance individual and group performance to make greater contributions to the Council. Takes a proactive approach, anticipating and addressing issues before they arise.
- **Communications** – Communicates with individuals and groups effectively and professionally (both verbally and in writing). Makes clear and convincing oral presentations. Listens effectively and clarifies information as needed. Writes in a clear concise, organized, and convincing manner for the intended audience.
- **Customer Focus** – Personally demonstrates customer focus by seeking to understand and meet both internal and external customer needs/expectations. Responds quickly to customer needs and resolves problems. Considers how actions will affect customer. Build rapport and cooperative relationships with customers.
- **Judgment** – Analyzes information and makes correct inferences or draws accurate conclusions. Considers possible implications and alternatives when making decisions and takes into account other perspectives before making a decision. Weighs the consequences and severity of options before making a decision.
- **Organizing Work** – Approaches work in a methodical manner. Keeps track of details to ensure work is performed accurately and is completed on time. Allocates time and resources effectively and coordinates efforts with all affected parties.
- **Research** – Utilizes the appropriate assumptions, methods, and analytical approaches to obtain requested information. Demonstrates the ability to analyze collected information and provide recommendations on how the information should be used, shared, and documented. Incorporates high ethical standards in seeking information and acknowledges the ideas of others.
- **Relationship Management** – effectively establishes and maintains rapport. Develops and manages collaborative relationships to carry out assignments and Council goals and objectives. Utilizes tact, diplomacy, and ethical behavior in dealing with others.

PERFORMANCE ENVIRONMENT:

Incumbents of this position will be required to work in a high paced, team environment that is also sometimes stressful with minimal supervision. All work is primarily performed in an office setting. Performance expectations will be developed with the Committee Director or the Deputy Committee Director or the Committee Counsel or the Chairman of the Committee.

HOW TO APPLY:

Please submit your resume and cover letter with “Legislative Assistant” in the subject line to Wanda Lockridge, Chief of Staff at wlockridge@dccouncil.gov.

No phone calls.

DOMICILE REQUIREMENT: An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

COVID-19 VACCINATION POLICY:

The highest priority for the Council of the District of Columbia ("Council") is providing a safe and healthy workplace for our employees. To ensure a continued focus on our employees' well-being, as well as the health and safety of our volunteers, contractors, and visitors we have devised this mandatory COVID-19 vaccination policy. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and that requires full cooperation among all parties. In light of medical and scientific data that confirms the safety and effectiveness of the COVID-19 vaccines, and to safeguard Council employees, volunteers, contractors, and visitors, the COVID-19 vaccine is mandatory for all employees, volunteers and contractors providing on-site services, except those with an approved religious or medical use exemption. All new hires must present proof they have been fully vaccinated against COVID-19 no later than one week prior to their start date or submit a Request for Vaccine Exemption Accommodation Form.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EEO Statement: The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL'S HUMAN RESOURCES DIVISION